

## Assignment 3

Textbook Assignment: "Ship's Store Files (continued)," chapter 2, pages 2-32 and 2-33; and "Cash Collections," chapter 3, pages 3-1 through 3-15.

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- In answering questions 3-1 through 3-8, refer to chapter 2 of the text.

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Learning Objective: Identify the various ROM files and how they are maintained and used. (Continued from assignment 2.)

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- 3-1. What ROM file will list control data for each vending machine on each closeout date?
1. Alternate NAVSUP Form 236 file
  2. Vending machine file
  3. NAVSUP Form 236 file
  4. Department file
- 3-2. The ROM stock record master file lists all information contained on each different line item in alphabetical sequence by category.
1. True
  2. False
- 3-3. The department file lists all department codes and names on file and is printed in department code sequence.
1. True
  2. False

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Learning Objective: Identify the guidelines used when filing and posting documents and explain the procedures for disposing of ship's store records, logs, and returns.

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- 3-4. Which of the following guidelines should you follow when filing and posting documents using ROM procedures?

1. Reference the NAVSUP P-487
2. Use and reference your ROM system Terminal User's Guide
3. Process transactions as soon as possible after they occur
4. All the above

- 3-5. Which of the following individuals may make entries into the ROM resale operations correction function without prior authorization?

1. The ship's store recordskeeper
2. The ship's store officer
3. The office supervisor
4. All the above personnel

- 3-6. What report produced by the ROM system lists all corrections made during the current accounting period?

1. Transaction data report
2. Correction audit trail report
3. Inventory management report
4. Inventory control data report

3-7. What disposition should be made of the ship's store records, logs, and returns at the end of the accounting period?

1. Dispose of them locally
2. Maintain them in the ship's store officer's safe for a period of 1 year
3. Stow them in the bulk storeroom in a secure container until they are disposed of
4. Keep them separated by accounting period in fiscal year containers

3-8. For what period of time should ship's store returns and supporting documents be maintained before they are disposed of?

1. 1 year
2. 2 years
3. 3 years
4. 5 years

● In answering questions 3-9 through 3-69, refer to chapter 3 of the text.

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Learning Objective: State the responsibilities of the various personnel involved in cash collections in the ship's store operation.

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3-9. The responsibility for collecting and depositing cash received from sales in the ship's store rests with what individual?

1. The commanding officer
2. The supply officer
3. The designated cash collection agent
4. The ship's store officer

3-10. In order to make sure cash collections are accomplished properly and according to current procedures, guidelines are provided in supply department instructions by the supply officer using which of the following references?

1. NAVSUP P-487
2. NAVCOMPT Manual
3. Both 1 and 2 above
4. NAVSUP P-485

3-11. What person is responsible for the cash received from sales in the retail store before cash collections are made?

1. The leading Ship's Serviceman
2. The designated cash collection agent
3. The operator of the retail store
4. All of the above

3-12. The designated cash collection agent is responsible to what individual for all cash collections?

1. The leading Ship's Serviceman
2. The ship's store officer
3. The supply officer
4. The disbursing officer

3-13. Which of the following individuals may be designated cash collection agent when sufficient personnel are not available?

1. The ship's store recordskeeper
2. The agent cashier
3. Both 1 and 2 above
4. The retail store operator

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Learning Objective: Identify the different types of cash received from sales in the ship's store and the restrictions placed on each different type.

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3-14. Which of the following payment methods may NOT be accepted for cash in the ship's store?

1. A personal check for \$5 over the amount of purchase
2. United States currency
3. Traveler's checks for \$5 over the amount of purchase
4. Traveler's checks for the amount of purchase

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IN ANSWERING QUESTIONS 3-15 THROUGH 3-18, SELECT FROM COLUMN B THE TYPE OF CASH RELATED TO THE REGULATIONS LISTED IN COLUMN A.

	A. REGULA- TIONS	B. TYPES OF CASH
3-15.	Can be drawn for \$5 over the amount of purchase	1. U.S. currency 2. Traveler's checks only
3-16.	Only type of money accepted in the ship's store	3. Personal checks only 4. Traveler's or personal checks
3-17.	Accepted only for the amount of purchase	
3-18.	Must be endorsed in the presence of the sales outlet operator	

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Learning Objective: Explain the procedures the cash collection agent will use to account for and use cash register tapes, cash register keys, and the safe used to hold cash received from sales.

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3-19. What procedure will the cash collection agent use when removing the cash register tape from the cash register?

1. Remove the tape from the register, sign and date the tape, and give it to the retail store operator for safekeeping in a separate secure box
2. Remove the tape from the cash register and give it to the ship's store officer who will sign and date the tape and return it for safekeeping in the cash collection agent's safe
3. Remove the tape from the cash register, sign and date the tape, and give it to the ship's store officer for filing in the Accountability File, SSA-21
4. Remove the tape from the cash register, sign and date the tape, and keep it in a secure filing box until required

3-20. The cash register keys that control the operation of the cash register selection levers and permit access to the cash register tapes are kept by what individual?

1. The agent cashier
2. The retail store operator
3. The disbursing officer
4. The person making cash collections

3-21. The cash register selection levers are always locked in the cash position EXCEPT for which of the following times?

1. During the hours the cash register is being used by the sales outlet operator
2. When the cash collection agent is replacing the detailed tape
3. When the cash collection agent is taking the daily register reading
4. When inventory is being conducted in the space

- 3-22. What is the cash collection agent's safe used for?
1. To hold all cash received from sales until it can be deposited with the disbursing officer
  2. To hold cash received from sales until the monthly cash sales invoice is prepared
  3. To hold cash received from sales when the ship's store officer is making cash collections
  4. To hold cash received from sales until the end of the accounting period
- 3-23. The combination that opens the door to the cash collection agent's safe is kept in the custody of what individual(s)?
1. The supply officer
  2. The ship's store officer
  3. The cash collection agent
  4. Both 2 and 3 above
- 3-24. At what interval must the combination to the cash collection agent's safe be changed?
1. Once every accounting period
  2. Once every 6 months
  3. Once every year
  4. Monthly

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Learning Objective: Explain the procedures the cash collection agent uses in handling various types of sales and transactions in the retail store.

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- 3-25. At what time or event are bulk sales rung up on the cash register by the retail store operator?
1. At the time the merchandise is delivered
  2. When the person making collection collects the cash
  3. When the retail store operator receives a copy of the DD Form 1149
  4. When payment for the merchandise is received
- 3-26. In what way does the cash collection agent record and account for bulk sales in the Cash Register Record, NAVSUP Form 469?
1. Lists it separately from cash sales and includes it in the monthly total at the end of the month
  2. Includes it with other cash collected in the retail store
  3. Retains a copy of the DD Form 1149 covering bulk sales until the end of the month, enters the grand total of bulk sales during the month separately, and adds it to the total monthly cash sales figure
  4. Lists the bulk sale separately for information purposes only, making sure the words bulk sales are included in the Amount in Figures column of the NAVSUP Form 469 so it will not be included in the total monthly cash sales figure
- 3-27. The amount of cash received from bulk sales is entered by ROM users in the ROM cash receipt function using what store number?
1. 1
  2. 8
  3. 98
  4. 99

3-28. The Overring/Refund Voucher, NAVSUP Form 972, is approved by what individual when the cash collection agent is collecting cash?

1. The retail store operator
2. The cash collection agent
3. The ship's store officer
4. The leading Ship's Serviceman

3-29. For what reason is it important that the cash collection agent verify the validity of an overring voucher received during daily collections in the retail store?

1. The ship's store officer does not approve them when the cash collection agent is making collections
2. The signature of the customer is not required in the case of overrings
3. To protect customers from being overcharged
4. All of the above

3-30. After making collections from the retail store, what should the cash collection agent do with any overring/refund vouchers received?

1. Staple them to the applicable page of the Cash Receipt Book, NAVSUP Form 470
2. Turn them over to the ship's store officer
3. Staple them to the applicable page of the Cash Register Record, NAVSUP Form 469
4. Turn them over to the disbursing officer at the time deposits are made

3-31. What is the correct procedure for entering an Overring/Refund Voucher, NAVSUP Form 972, in the Cash Register Record, NAVSUP Form 469?

1. The overring/refund voucher is attached to the applicable page of the cash register record and the amount of overring or refund is listed separately and included in the monthly cash sales figure
2. The overring/refund voucher is attached to the applicable page of the cash register record and the amount of overring or refund is listed separately for information purposes by entering overring or refund, whichever applies, in the Amount in Figures column of the NAVSUP Form 469 so it is not included in the monthly cash sales figure
3. The overring/refund voucher is verified by the cash collection agent and forwarded to the ship's store officer and the amount of overring or refund is included in the monthly cash sales figure
4. All overring/refund vouchers are stapled to the applicable page of the Cash Register Record, NAVSUP Form 469, held by the cash collection agent until the end of the month, totaled together, and entered on a separate line of the cash register record for information purposes

3-32. When personal checks are returned to the ship due to insufficient funds, what individual is reimbursed for the loss by the ship's store officer?

1. The retail store operator
2. The agent cashier
3. The cash collection agent
4. The disbursing officer

3-33. Where does the ship's store officer get the money to make the appropriate reimbursement for a personal check returned to the ship due to insufficient funds?

1. From cash received from sales in the ship's store
2. From the ship's recreation fund
3. From the ship's imprest fund
4. From the OPTAR funds

3-34. When personal checks are returned due to insufficient funds and are not settled by the end of the accounting period, ROM users must make sure the amount of the personal check is included on the inventory by establishing a new stock record for the check using what retail department code?

1. G 1
2. R 1
3. X 9
4. F 8

3-35. When a personal check is returned to the ship due to insufficient funds, the ship's store officer will use every means to recover the loss from the person writing the check. If the amount is still not collected after continued efforts, at what time period would the personal check be considered uncollectible?

1. After a period of 4 months
2. After a period of 6 months
3. After a period of 1 year
4. After a period determined by the type commander

3-36. When a personal check is considered uncollectible, it is removed from the cash register and turned over to the ship's store officer for action. What entry, if any, will the cash collection agent make in the Cash Register Record, NAVSUP Form 469, when this occurs?

1. A separate entry is made in the cash register record listing the words uncollectible check in the Amount in Figures column to make sure the total is not included in the monthly cash sales total
2. The uncollectible check is attached to the applicable page of the Cash Register Record, NAVSUP Form 469, and a separate entry is made listing the words dishonored check in the Amount in Figures column and including the total amount of the dishonored check in the monthly cash sales total
3. It is entered separately in the Cash Register Record, NAVSUP Form 469, listing the words dishonored check in the Amount in Figures column to make sure the total amount of the dishonored check is not included in the monthly cash sales total
4. None

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Learning Objective: Identify the procedures the cash collection agent uses concerning the use of change funds in the ship's store operation.

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3-37. Funds may be entrusted to the cash collection agent for providing change funds to the sales outlets after approval is received from what individual?

1. The type commander
2. The commanding officer
3. The supply officer
4. The ship's store officer

3-38. The funds provided to the cash collection agent are given by what individual?

1. The disbursing officer
2. The commanding officer
3. The agent cashier
4. The ship's store officer

3-39. The amount of funds entrusted to the cash collection agent will depend on the number of sales outlets that are operated aboard ship and the change fund requirements of each sales outlet.

1. True
2. False

3-40. You are a cash collection agent responsible for making collections from a dollar bill changer on a ship with 900 personnel. How much money may be provided to you for use as a change fund in the dollar bill changer?

1. An amount not exceeding \$150
2. An amount not exceeding \$400
3. An amount not exceeding \$800
4. An amount determined by the ship's store officer

3-41. The change fund provided to the cash collection agent is checked and audited monthly by the ship's store officer.

1. True
2. False

3-42. The cash collection agent should provide the retail store operator with a new change fund at which of the following times?

1. After the retail store has been closed for 3 days or more
2. At the start of the new accounting period
3. After the retail store has been closed for 5 days for improvements
4. All of the above

3-43. The amount of change fund the cash collection agent provides to the retail store is determined by what individual?

1. The type commander
2. The ship's store officer
3. The cash collection agent
4. The commanding officer

● In answering questions 3-44 through 3-47, refer to the following paragraph.

You are the cash collection agent on a large ship. The ship's store operation on this particular ship consists of 2 retail stores, 1 snack bar, 1 clothing store, and 12 vending machines including 8 can drink machines, 2 cigarette machines, and 2 candy machines. One of the retail stores is operated on two shifts. The eight can drink vending machines are operated by two vending machine operators, each operating four vending machines. The snack bar operator, in addition to his or her duties in the snack bar, operates the two cigarette machines and the two candy machines.

3-44. You have just returned from an authorized 96-hour Thanksgiving holiday ending 28 November in which all the ship's store activities were closed. How many separate change funds can you expect to provide to the sales outlets during the day assuming all the sales outlets are open and operational?

1. 17
2. 13
3. 5
4. 4

3-45. On the first day of December, 3 days later, how many change funds can you expect to provide to the sales outlets if you assume all the sales outlets are operational except the retail store operating on two shifts that is closed for painting?

1. 15
2. 12
3. 11
4. 4

- 3-46. What amount of money, if any, can you expect to leave as a change fund in the retail store (operating two shifts) at the end of the first shift without the type commander's approval?
1. An amount not to exceed \$50
  2. An amount up to \$100
  3. An amount not to exceed \$150
  4. None
- 3-47. You are providing change funds to one of the vending machine operators for the vending machines he or she operates. How many Cash Receipt Certificates, NAVCOMPT Form 2114, if any, should you acquire and retain from the vending machine operator for the money advanced?
1. Two cash receipts for each of the four vending machines
  2. One cash receipt for the total amount of money advanced for change funds for all vending machines
  3. One cash receipt for each of the four vending machines
  4. None
- 3-48. When will the change fund provided to the retail store operator be returned to the cash collection agent?
1. At the end of the month
  2. At the time the cash collection agent takes the register reading and collections are made
  3. At the end of each shift in a retail store operated by more than one person
  4. Both 2 and 3 above
- 3-49. When the retail store is busy on days such as payday, the cash collection agent should provide what amount of money in addition to the regular authorized change fund?
1. The amount approved by the commanding officer in instructions provided to the ship's store officer
  2. An amount not to exceed \$50
  3. An amount not to exceed \$100
  4. An amount not to exceed \$150
- 3-50. Shortages noted in the change funds advanced to the sales outlets are taken out of the proceeds from cash received from sales at which of the following times?
1. The next business day
  2. The end of the month the shortage occurred
  3. The end of the accounting period
  4. Before depositing cash with the disbursing officer
- 3-51. The operator of the retail store may voluntarily cover a change fund shortage occurring in the retail store with his or her own personal money once written authorization is received from what officer?
1. The type commander
  2. The senior Supply Corps officer
  3. The commanding officer
  4. The disbursing officer
- 3-52. An official report of a change fund deficit should be made to the Navy Resale and Services Support Office for which, if any, of the following deficits?
1. \$100
  2. \$200
  3. \$300
  4. None of the above



- 3-53. A deficit of \$25 is discovered in the change fund to retail store #1 and the amount of deficit was taken from sales. How will ROM users adjust the accountability of the retail store?
1. Create a markdown to zero for the amount of the change fund deficit using the ROM retail price change function
  2. Enter the Expenditure Invoice, DD Form 1149, in the ROM miscellaneous expenditure function so the Ship's Store Afloat Financial Control Record, NAVSUP Form 235, is adjusted for the amount of the loss
  3. The amount of the change fund should be absorbed in the cost of retail sales using the ROM corrections function
  4. A pen-and-ink change is made for the dollar difference on the back of the NAVCOMPT Form 153

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Learning Objective: Explain the procedures the cash collection agent will use when collecting cash from the sales outlets. (Continued in assignment 4.)

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- 3-54. When possible, how often should cash collections be entered in the ROM cash receipt function?
1. Daily
  2. Twice weekly
  3. Weekly
  4. Monthly
- 3-55. All cash including change funds should be collected from a sales outlet when the sales outlet is closed for what period of time?
1. Less than 1 day
  2. More than 1 day but less than 2 days
  3. 3 days or more
  4. All of the above

- 3-56. All cash including any change funds should be collected from the amusement machines when which of the following events occur(s)?

1. A repairman is fixing the amusement machine
2. The amount of business in the machine exceeds \$150 on a weekend or holiday
3. The last day of the accounting period falls on a holiday or weekend
4. All of the above

- 3-57. On a ship with less than 700 crew members, how much cash can be left in the dollar bill changer overnight?

1. An amount not to exceed \$150
2. An amount not to exceed \$200
3. An amount not to exceed \$400
4. The dollar bill changer should always be filled to capacity no matter what the amount is

- 3-58. When the retail store operator is delivering all cash received from sales including any overring/refund vouchers to the person making collections at the end of the business day, what minimum amount of times per week is the person making collections required to take cash register readings?

1. Three times a week on a scheduled basis
2. Twice a week on an unscheduled basis
3. Every day of the week
4. Three times a week on an unscheduled basis

3-59. How are the moneybags used in the sales outlets issued by the person making collections to the sales outlet operator?

1. The moneybags are numbered on the outside and issued using a locally developed log where they are signed in and out by the persons receiving and issuing the moneybags indicating the date and time of issue
2. The moneybags are numbered on the outside and issued using a separate sheet of paper in which the person making collections will jot down the number of the moneybag and the name of the sales outlet operator it was issued to
3. The moneybags are numbered on the outside and issued to the person making collections by the ship's store officer and issued to the respective sales outlets
4. The moneybags are purchased through the Ship's Store Afloat Catalog (SSAC) and issued to each sales outlet as a charge to the cost of operation

3-60. The moneybags used by the sales outlet operator have two keys. One key is retained by the sales outlet operator and the other key is retained by what individual or in what location?

1. Retained in the ship's store officer's safe in a sealed envelope
2. Retained in the cash collection agent's safe in a sealed envelope
3. Retained by the sales outlet operator as a spare key
4. Retained by the supply officer in a duplicate key locker located in the supply office

3-61. After normal working hours, when the person making collections and the duty supply officer are not available, which of the following individuals may accept the moneybags from the sales outlet operator for safekeeping?

1. The duty master-at-arms
2. A designated commissioned officer
3. The leading Ship's Serviceman in the duty section
4. The duty section leader

3-62. The night depository safe is secured by using which of the following items?

1. A key and combination lock
2. Two key locks and one combination lock
3. Dual combination locks and one key lock
4. Two key locks and two combination locks

3-63. What number of personnel is required to open the night depository safe?

1. One
2. Two
3. Three
4. Four

3-64. The person having knowledge of the combination to the night depository safe should also have which, if any, of the following items?

1. The keys to the safe
2. The spare keys to the safe
3. A locally developed log used for opening and closing the safe
4. None of the above

3-65. When using the self-locking money box on the can drink vending machine, the person making collections should also use a keyless combination lock to keep the coins secure in the money box.

1. True
2. False

3-66. The self-locking money box is issued to the vending machine operator by what individual?

1. The leading Ship's Serviceman
2. The bulk storeroom custodian
3. The supply officer
4. The person making collections

3-67. What individual holds the key to the lock that allows access to the coins in the vending machine self-locking money box?

1. The person making collections
2. The disbursing officer
3. The vending machine operator
4. The responsible bulk storeroom custodian

3-68. When the self-locking money box is used on the vending machine, the key that locks the coin box itself into the vending machine is held by what individual?

1. The vending machine operator
2. The person making cash collections
3. The supply officer
4. The leading Ship's Serviceman

3-69. When the vending machine operator is delivering the money box from the vending machine to the person making collections, what is the minimum amount of times per week the person making collections should read the vending machine meters or cash totalizers?

1. Once a week
2. Twice a week on an unscheduled basis
3. 3 days a week on an unscheduled basis
4. Every day of the week